

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	16.4	5
	Date Filed	Effective Date
	February 13, 2004	May 24, 2004
References ACA Standard 4-4493; 4-4494; 4-4495; and 4-4496 KRS 196.035, 197.020	Subject INMATE PACKAGES	

I. AUTHORITY

This policy is issued in accordance with KRS 196.035, which authorizes Corrections to adopt, amend and rescind rules and regulations necessary for the proper administration of Corrections.

II. PURPOSE

To establish regulations pertaining to inmate packages. This policy and procedure limits the number of packages an inmate shall be allowed to receive. It also limits the content, size and weight of the packages.

III. APPLICABILITY

This policy and procedure applies to all institutions within Corrections and contract facilities.

IV. DEFINITIONS

"Home Mailed Package" means a package mailed to an inmate from a private individual, individuals or group, and shall contain clothing, bedding, towels, and so on as allowed per CPP 17.1.

"Special Packages" means packages that contain items necessary to meet the needs of a specific medical condition.

"Vendor Order" means an order purchased through the institution with appropriate percentage markup as directed by the Canteen Board.

V. POLICY

It is the policy of Corrections to allow inmates to receive packages containing personal property items as allowed per CPP 17.1.

VI. PROCEDURES

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A. Home Mailed Package(s)

1. One (1) home mailed package may be received within sixty (60) days of departure of the Assessment Center. Effective 1 July 2000, the home package shall be limited to the items listed in Attachment 1.
2. Inmates desiring to receive a home package shall mail out a copy of the package guidelines, (Attachment I), to anyone planning to send the inmate a package.
3. A copy of this attachment, signed by the person sending the package shall be included in the package.
4. All home mailed packages sent to inmates shall be sent through the U. S. Mail or by commercial delivery, and shall include a verifiable return address.
5. All packages shall be of a reasonable size and shall not weigh more than twenty (20) pounds gross weight.
6. All institutions may prescribe reasonable size limitations if unusually large or bulky items pose a problem.
7. Inmates shall not receive packages during visits or bring packages or other property with them when returning from furlough.
8. A package shall not be held for more than forty-eight (48) hours, excluding weekends and holidays.
9. First Class packages shall be forwarded for thirty (30) days following the release or transfer of an inmate; however, packages received after thirty (30) days shall be returned to the sender.

B. Vendor Order

1. Inmates may receive a minimum of one (1) vendor order per calendar quarter. The Warden or a Designee may authorize additional vendor orders.
2. Effective 1 July 2000, an inmate shall not be permitted to purchase personal clothing through a vendor order if receipt of the order shall exceed the number or type of items authorized by CPP 17.1. Inmates may only utilize outside vendors approved by the institution. Each institution shall maintain a current list of:

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- a. authorized outside vendors; and
 - b. items approved for purchase from these vendors which shall include description, price and size.
3. The only items authorized for purchase are those listed in CPP 17.1, Attachment 1. These items shall only be ordered from an outside vendor through the institution.
4. To order items from an outside vendor, an inmate shall submit the appropriate form to the Warden or designee for approval. The form shall contain pictures or descriptions of items and include price and size.
5. If the item is approved, the form shall be forwarded to the appropriate personnel for processing of the order.
 - a. Institutional staff shall have five (5) working days to order the item(s).
 - b. The Warden or designee may withdraw approval upon receipt of the requested item(s).
6. A denial of an inmate request by the Warden or designee shall be in writing and include the reasons.
7. Property received without prior approval of the Warden or designee shall be returned at the expense of the inmate.
8. Upon receipt of the property at the institution, designated staff shall inspect, register and deliver the property to the inmate in accordance with established procedure.
9. Institutions shall be authorized to place a mark-up, not to exceed that approved by the canteen board, on any purchase made from an approved outside vendor.

C. Special Packages

In addition to the number of authorized packages outlined above, the Warden may authorize inmates to receive additional packages that contain items necessary to meet the needs of a specific medical condition such as pregnancy, amputation of a limb, or other documented reasons.

D. Disposition of Unauthorized Items or Contraband

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1. Packages;
 - a. in excess of the authorized limit;
 - b. containing "collect on delivery" or payment invoices;
 - c. that do not contain the required inventory attachment, or
 - d. that do not contain a verifiable return address (full name, street address or P. O. Box, City, State and Zip Code), may be immediately returned to the sender or postal service for proper disposition. In these instances, notice of rejection shall be given to the inmate.
2. If contraband is found in a package which is not otherwise illegal, notice shall be sent to the inmate (intended recipient). The notice shall indicate:
 - a. the nature of the contraband;
 - b. that the inmate may appeal to the Warden within forty-eight (48) hours the decision not to deliver the contraband; and
 - c. the method of disposition if the appeal is denied.
3. It shall be the responsibility of the inmate to dispose of unauthorized items or contraband found in packages.
4. Disposition may be made by:
 - a. returning the item to the sender at the inmate's expense;
 - b. donating it to a charitable cause of the institution's choice if deemed appropriate for donation, or
 - c. destruction.
5. Items not disposed of by the inmate within the time frames listed below or items not deemed suitable for donation may be destroyed by the institution.
6. Unsanitary items such as hair, items which have been tainted with body secretions, and the like shall be immediately disposed of by the institution.
7. Institutions may discard unauthorized food items immediately if they do not have adequate storage space or if the food items are perishable.

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- a. If storage space is available, the institution shall allow the inmate up to ten (10) calendar days for disposition of nonperishable, unauthorized food items.
- b. Disposition of all other articles shall be made within forty-five (45) calendar days from the receipt of the package.

AUTHORIZED LIST OF HOME MAILED PACKAGES

The following items are what I am allowed in my home package. I understand that I shall check the items needed and send this letter to the sender. The sender shall then sign the list and return it with the package.

I understand that items sent not included on this list shall be considered contraband and disposed of at my expense. I also understand that I am responsible for keeping my allowable items at the authorized limit according to Policy 17.1, or face disciplinary action.

PACKAGE WEIGHT MAY NOT EXCEED 20 POUNDS

Inmate's Signature

Sender's Signature

CLOTHING

1. T-shirts, white only (7) and sweatshirts plain, without hoods gray only (3) and sweatpants plain; gray only (3) _____
2. Handkerchiefs white only (10) _____
3. Gym shorts gray only (3) _____
4. Gloves (cotton only) (1) _____
5. Suspenders (1) _____
6. Bathrobe (1) _____
7. Underwear; long or thermal white only (2 sets) _____

LAUNDRY AND BEDDING

1. Towels (large beach towels unauthorized) (5) _____
2. Washcloths (5) _____
3. Sheets (twin size only) (4) _____
4. Pillowcases (2) _____
5. Blankets, Spreads, Quilts (non-electric, machine washable, non-toxic, fire resistant, twin size only (shall not be padded, fiber or down filled) (2) _____
6. Laundry Bag (1) _____
7. Shower Bag (5 and 6 mesh only) (1) _____

MALE INMATE CLOTHING

1. Socks (10) _____
2. Pajamas (2) _____
3. Athletic Supporters (2) _____
4. Undershorts white only (10) _____

FEMALE INMATE CLOTHING

1. Socks, cotton footies (10 pair) _____
2. Gowns or pajamas (2) _____
3. Bras (7) _____
4. Underpants white only (10) _____

* () Indicates the total number of items allowed in the inmate's possession.

** All clothing shall be washable by institutional laundry and have no obscene or inflammatory letterings or designs. Clothing, towels, washcloths, sheets, and blankets with a camouflage design or resembling staff uniform clothing (black, dark blue) shall be considered contraband.